

Event Preparation Checklist

KEY DETAILS

Team / Department _____

Date of event _____

Theme _____

Number of participants _____

Required Outcome _____

Main contact _____

Start time _____

Location / City _____

Activities _____

Budget _____

THE EVENT

Due: ✓

Event outcome defined		
Theme identified		
Team building activity researched		
Team building provider chosen / booked		
Room size / space determined		
MC arranged		
Guest speakers organised		
Run sheet organised		
Supplier documentation received		
Event invoices paid		
Photographer required/booked		

GUESTS / DELEGATES

Due: ✓

Invites sent		
Reminders sent		
RSVP's received		
Numbers confirmed		
Travel required (fly in out delegates)		
Dietary requirements		
Team configurations		
Name badges organised		
What to wear sent		
How to get to venue organised		

VENUE

Venue booked		
Food package organised		
Drinks package organised		
AV organised		
WiFi organised		
Venue logistics organised		
Bump in and out times		
Loading dock details for suppliers		
Facilitator inductions completed		
Seating plan finalised		
Permits organised (of outdoor event)		
Security organised		
Registration desk arranged		
White board / Flip chart organised		
Access for suppliers confirmed		
Car parking confirmed		

RECONFIRMATION ACTIONS

Attendee numbers finalised		
Food/Beverage package confirmed		
Dietary requirements confirmed		
Team building provider confirmed		
Venue confirmed		
Speakers and MC confirmed		
Check weather if outdoors/back up plan actioned		
All slide decks printed and on USB back up		
Paper, pens, textas, flip chart packed		
Delegate packs ready		
Run sheet finalised and printed		

ON THE DAY

AV tested		
All suppliers present		
Speakers and MC present		
Registration desk and Name badges ready		
Delegate packs on site		
All relevant information and people on site		

If you would like help organising your event from start to finish, please contact the Beyond the Boardroom team for more information on our event planning services.

Contact us 1300 998 782

✉ team@beyondtheboardroom.com.au



Beyond the Boardroom

– Building Super Teams –

www.beyondtheboardroom.com.au